

July 2009

Dear Fall 2009 Cooperative Education Student:

Welcome to the Fall 2009 Cooperative Education class. If you're a new student, you need to attend one of the orientations scheduled for Friday, August 28th, from 1:30-4:00 p.m. or Saturday, August 29th, from 9:00-11:30 a.m. The orientation sessions will be held in Building 20 (Music), Room 1. Purchase your Co-op Ed. notebook at the bookstore and **read the yellow student handbook** before the orientation. Bring your notebook to the orientation. Returning students do not need to attend orientation again but must contact the Co-op office to fill out paperwork by August 24th.

Nurse Externs need to contact the Co-op Ed. office no later than August 26th to find out when their group appointment has been scheduled. Nurse externs check with the Co-op Ed. Office to see if objectives have already been developed for you.

Returning students: Please contact me by August 26th to schedule a day and time for me to come out to your worksite to meet with you and your supervisor to go over your objectives, finalize them, and sign the Training Agreement that I will be bringing out. Turn in your objectives by August 28th (email, fax or bring in). Please bring your objectives to your Training Agreement appointment if your appointment is before August 28th.

New students: Fill out all paperwork in the Co-op Ed. Office by August 24th. After you have attended the orientation, please contact me by September 8th to set up your first appointment. Generally, this first meeting will take between 15-30 minutes. I can meet Monday through Thursday, but not Fridays or weekends. Please do not ask the Co-op staff to schedule your appointments with me. I keep my own calendar. My calendar books up one to two weeks in advance, so contact me early to schedule.

New students: Before I come to your worksite, you should already have discussed your objectives with your supervisor. There are pages in your yellow student handbook discussing how to write objectives and worksheets for writing your objectives down. You can also type them up or write them on a separate piece of paper. Be sure to use the format: **What, How, By When, and Evaluation**. Turn in your objectives by September 8th. If your appointment is on or before September 8th, please have **three copies** (one for me, one for you, and one for your supervisor) of your objectives ready when I come out to your worksite for your appointment. Also, **turn in your objectives to the Co-op office by September 8th** if I have not visited your worksite by then. You must start working on your objectives immediately. If you are having trouble coming up with objectives, you need to contact me **immediately** for assistance. **NOTE: You'll need an objective for every unit you're enrolled in; i.e. (8 units=8 objectives, 4 units=4 objectives, 2 units=2 objectives, and 1 unit=2 objectives, etc.)**

This is not a hard class but one that involves good time management and communication skills. Turn your time sheets and homework in on time by the due dates. **Stay in good communication with me. If you hear from me, I expect you to get back to me promptly. Do not hang up if you reach my voice mail. Leave me a voice mail message!** If you have problems meeting our deadlines, please contact me. If you decide to drop, please contact me. Sometimes we can work out situations that may be causing you to want to drop the class. **Lack of communication or progress in this class may result in you being dropped from the class. Also, you cannot receive a passing grade unless you have a completed and signed Training Agreement and approved objectives.** The grading policy will be explained at orientation. Your homework is due by **5 p.m. on or before October 30th**. You must turn in your homework to get a passing grade in the class. **No homework extensions will be given, even in cases of emergencies!!! You have plenty of time to do your homework before October 30th. Complete it early and turn it in early to avoid last-minute problems.**

Most of my days are spent visiting student worksites, so I might not be in the office during the day. Please communicate via e-mail. Phone calls are acceptable, but e-mail is preferable. I will get back to you as soon as I can. You are graded on good communication with me. Please feel free to contact me with any questions, concerns, or any changes to your employment status, etc. I am here to assist you. I hope you have a successful Co-op experience.

Sincerely,

Ms. Maggi Dunsmore
Dept. Chair/Professor, Cooperative Education
Phone: (760) 245-4271, ext. 2288
Fax: (760) 245-4279
Email: dunsmorem@vvc.edu

P.S. All students need to complete a purple information sheet and turn it into the Co-op Ed. Office immediately but no later than August 24th. We need all information sheets no later than the date listed at the top of information sheet. Do not fax them in. If you have questions about the course before the Fall semester begins on August 24th, please contact Chris Guinotte at (760) 245-4271 x2281, or guinottec@vvc.edu.